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~~CONFIDENTIAL~~ 23 October 1947

[redacted]

SUBJECT: Foreign Documents Branch, O/O, Central Translation Service

1. The Foreign Documents Branch, Office of Operations, in addition to its currently established functions, is authorized to establish a central translation service for the IAC agencies and the various offices of CIA.

2. Translation requests will be honored in the following order of priority:

(a) Translation of intelligence material which is in the interests of national security and requested by CIA offices.

(b) Translation of intelligence material which is in the interests of nation security requested by IAC agencies.

(c) Translation of intelligence material required by IAC agencies for the departmental intelligence needs.

(d) Translation of other material for intelligence purposes for IAC agencies.

3. All IAC requests will be transmitted through normal channels to the Office of Collection and Dissemination. OCD will determine the priority to be given the request in accordance with 2 above after coordination with Foreign Documents Branch. OCD will then advise the requestor of the priority and the approximate date of fulfillment.

4. Requests for translation service from CIA offices, other than special OSO requirements, will be transmitted to the Foreign Documents Branch through OCD in the same manner as 3 above.

5. The translations, other than special OSO translations, will be distributed from the Foreign Documents Branch to the Office of Collection and Dissemination for dissemination to the requestor and for any additional dissemination determined by OCD.

6. Where special arrangements are necessary to insure the security of OSO operations and sources of information, the OSO requirements for Foreign Documents Branch translation service will be carried out under special conditions as follows:

(a) OSO requests will not be channeled through OCD but go directly to the Foreign Documents Branch for action.

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(b) Completed translations will be returned directly to OSO without OCD dissemination.

(c) OSO will determine if dissemination is desirable, and if so, will send the information to OCD on the regular OSO Report Form.

(d) Priorities regulating translations for OSO will be worked out between OSO and Foreign Documents Branch, taking full cognizance of priorities already established.

7. The Executive for Inspection and Security will determine any necessary special security regulations for Foreign Documents Branch in performing the special translation service for OSO. The Executive for Inspection and Security will also advise Foreign Documents Branch on any arrangements to be made for the translation of unclassified material by personnel awaiting security clearance.

8. The Foreign Documents Branch will coordinate with the Executive for Administration and Management in the development of a table of organization for the central translation service.

CONCURRENCES:

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C/O

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OCD

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OSO

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OSI

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